



# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Connecticut Office of  
Early Childhood

Dannel P. Malloy  
*Governor*  
Nancy Wyman  
*Lt. Governor*

Myra Jones-Taylor, Ph. D.  
*Commissioner*

### EMPLOYMENT OPPORTUNITY

#### Durational Project Manager for Family and Community Engagement Preschool Development Grant

<b>Open To:</b>	<b>The Public</b>
<b>Location:</b>	<b>165 Capitol Avenue, Hartford, CT 06106</b>
<b>Hours:</b>	<b>8:00 a.m. – 4:30 p.m.</b>
<b>Job Posting #:</b>	<b>#009 - 110687</b>
<b>Salary Range:</b>	<b>\$80,261 to \$109,428 (salary is contingent on experience)</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>

The Office of Early Childhood (OEC) invites candidates with expertise and experience in the area of effective family engagement and early childhood program improvement to apply for this position, in which the incumbent will work with the Preschool Development Grant. Duties of the position include, but are not limited to: provision of training, technical assistance and coaching focused on building the capacity of early childhood communities to connect to the schools and state initiatives; assist school readiness liaisons with their efforts to connect to hard-to-reach families.

We are seeking a team player who is motivated and excited to work in a dynamic and growing agency and who has demonstrated the ability to utilize data to monitor and track early childhood programs and services.

#### **General Statement of Duties:**

The incumbent will also be responsible for overseeing, managing and monitoring the design, development, and implementation of a family engagement/community outreach plan for the OEC. The incumbent will ensure that administration and delivery of all OEC family engagement/community outreach programs and services are accomplished in an effective and efficient manner within all legislative, policy and procedural guidelines. The incumbent will report to the Manager of the Quality Improvement Rating System. **(This is a two year Durational Project Manager position with an end date of January 31, 2017.)**

**Example of Duties:**

- Provide training and coaching that builds capacity for implementing family engagement best practice models with fidelity that promotes quality improvement of early childhood programs throughout the state.
- Assist communities in assessing current family engagement practices and to build on practices that have demonstrated success, while supporting modification and/or revision of those that need improvement.
- Support and lead the work of the school readiness liaisons in developing a comprehensive family engagement plan that is based on best practice models and is ready for implementation.
- Support each community early childhood collaboration with the schools in the effort to raise awareness of the importance of early childhood programs and services among school leaders, teachers and parents.
- Develop effective communication mechanisms or systems to facilitate coherent and effective communication between the early childhood community and the schools, families, and the community at large.
- Engage in reflective practices to continually monitor the levels of family and community engagement as such initiatives are implemented.
- Integrate family engagement best practices into community early childhood plans and link such practices to the schools' plans.
- Convene four meetings a year with all participating communities focused on best practices in family engagement, which address strategies tailored to the local needs of the community.
- Support and guide seamless birth to eight continuums at the local level to assist families transitioning to the local school system.
- Lead efforts in collection of data that indicates outcomes for community family/community engagement efforts.
- Lead community coordination efforts related to social service activities and programs including referral information for families.
- Develop and revise the OEC family engagement policy rubric and provide technical assistance when applicable.

**Knowledge, Skill and Ability:**

- B.A. or M.A. in Public Policy, Human Services, Education, Early Childhood or a related field and at least 5 years' experience is preferred.
- Demonstrated experience in provision of training and technical support related to data collection.
- Demonstrated experience in analysis of data for the purpose of program evaluation.
- Demonstrated skills and experience in development of evaluation and accountability systems aligned with grant requirements and guidelines.
- Demonstrated skills and significant experience developing, managing and reporting on grant program success and challenges.
- Demonstrated knowledge and skills in facilitation and public presentations.
- Strong verbal and written skills.

**Application Procedure:**

All required documents must be received by close of business on the closing date in order to be considered for an interview. Interested candidates should reference job announcement #008-110686 in the application materials and submit the following documents to address listed below:

1. A letter of application and resume with details of experience and training.
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.

If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

**Loree Armstrong**  
**Office of Early Childhood**  
**165 Capitol Avenue, Room #G-29**  
**Hartford, CT 06106**  
**860-713-6411 (phone)**  
**860.713-7037 (fax)**  
[loree.armstrong@ct.gov](mailto:loree.armstrong@ct.gov)

The Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**